



CONTINUITY OF OPERATIONS/CONTINUITY OF GOVERNMENT PROGRAM GLOSSARY

Activation – When a COOP/COG plan has been implemented whether in whole or in part.

Agencies – State Executive Branch agencies, departments, and independent organizations.

Agency Head – The highest-ranking official of the primary occupant agency or a successor or designee selected by the official.

Alternate facility – A location, other than the normal facility, designated to be used to carry out essential functions in a COOP situation.

Automated Data Processing (ADP) equipment – Equipment that performs data processing largely by automatic means.

California State Emergency Plan – A critical document for guiding and directing the management of emergency and disaster operations in the State. It describes the response of all levels of government and certain private sector organizations to all natural and man-made emergencies which threaten life, property, and the resources of California.

Collateral damage – Injury to personnel or damage to facilities that are in unaffected parts of a facility, including damage to equipment or contents as a result of fire or flood.

Command and control – This is a critical emergency management function. It allows an agency to: analyze the situation and decide how to respond quickly, appropriately, and effectively; direct and coordinate the efforts of the agency's response to an emergency situation; coordinate with the various response efforts throughout the agency; and use available resources efficiently and effectively.

Consumable office supplies – General supplies that are consumed in office use.

Continuity of Government (COG) – The preservation, maintenance, or reconstitution of the institution of government. It is the ability to carry out an organization's constitutional responsibilities. This is accomplished through succession of leadership, the pre-delegation of emergency authority and active command and control.



Continuity of Operations and Continuity of Government - COOP/COG Guidance

Continuity of Operations (COOP) – The activities of individual departments and agencies and their sub-components to ensure that their essential functions are continued under all circumstances. This includes plans and procedures that delineate essential functions; specify succession to office and the emergency delegation of authority; provide for the safekeeping of vital records and databases; identify alternate operating facilities; provide for interoperable communications; and validate the capability through tests, training, and exercises.

Continuity of Operations Plan – A plan to ensure the safety of employees and the resumption of time-sensitive operations and services in case of emergencies.

COOP/COG Event – Any event that causes an agency or department to reallocate resources or relocate operations to an alternate site to assure continuance of its essential functions.

Critical Infrastructure Protection (CIP) – Risk management actions intended to prevent a threat from attempting to, or succeeding at, destroying or incapacitating critical infrastructures. Critical infrastructures are those systems and assets so vital to the Nation that their incapacity or destruction would have a debilitating impact on national security, national economic security, and/or national public health or safety.

Critical resources – In the context of COOP/COG planning, critical resources are the minimum resource requirements needed to perform or restore an agency's essential functions. Critical resources could include facilities, communication systems, personnel, vital records and databases, vital systems and equipment, key vendors, and other government agencies. *Worksheet 3: Resource Requirements for Essential Functions* may be used to capture an agency's critical resources.

Delegation of authority – Specifies who is authorized to act on behalf of the agency or department head and other key officials for specific purposes.

Devolution – The capability to transfer the authority and responsibility for essential functions from an agency's primary operating staff and facilities to other employees and facilities, and to sustain that operational capability for an extended period.

Disaster Service Worker – Per the California Government Code, Section 3100, all public employees are declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.



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Drive-Away Kit – A kit prepared by, and for, an individual who expects to deploy to an alternate location during an emergency. It contains items needed to minimally satisfy personal and professional needs during deployment. Also referred to as “Go Kits.”

Emergency Management Accreditation Program (EMAP) – The voluntary assessment and accreditation process for state and local government programs responsible for coordinating prevention, mitigation, preparedness, response, and recovery activities for natural and human-caused disasters.

Emergency Management Assistance Compact (EMAC) – A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster impacted state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

Emergency Operating Records – Records that support the execution of an agency's essential functions, such as plans and directives, orders of succession, delegations of authority, and references for performing essential functions.

Enduring Constitutional Government (ECG) – A cooperative effort among the Executive, Legislative, and Judicial branches of government, coordinated by the President, to preserve the capability to execute constitutional responsibilities in a catastrophic emergency.

Emergency Relocation Group – An identified group of trained personnel assigned the responsibility of relocating to the designated alternate facility to continue essential functions upon a COOP/COG Plan Activation.

ERG Member – Emergency Relocation Group member. A person assigned responsibility to report to an alternate site, as required, to perform agency essential functions or other COOP related operations.

Essential functions – Functions that enable the agency or department, on behalf of the state, to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and sustain the industrial/economic base in an emergency.

Essential resources – Resources that support the agency or department's ability to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and sustain the industrial/economic base in an emergency.

Executive Agent – A term used to indicate a delegation of authority by a superior to a subordinate to act on behalf of the superior. An executive agent may be limited to



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providing only administration and support or coordinating common functions, or it may be delegated authority, direction, and control over specified resources for specified purposes.

Interagency Agreements – A written agreement entered into between agencies that require specific goods or services to be furnished or tasks to be accomplished by one agency in support of the other.

Interoperability – 1. The ability of systems, personnel, or agencies to provide services to and accept services from other systems, personnel, or agencies and to use the services so exchanged to enable them to operate effectively together. 2. The condition achieved among communications-electronic systems or items of communications-electronics equipment when information or services can be exchanged directly and satisfactorily between them and/or their users.

Interoperable communications – Alternate communications both internal and external that provide the capability to perform essential functions, in conjunction with other agencies, until normal operations can be resumed.

Legal and financial records – Records that are needed to protect the legal and financial rights of the government and of the persons affected by its actions.

Lines of succession – Provisions for the assumption of senior agency offices and other key positions during an emergency in the event that any of those officials are unavailable to execute their legal and/or essential duties.

Logistical Support Services – Personnel who have the skills and authority to coordinate the provision of resources and services.

Mission critical data – Information essential to supporting the execution of an agency's essential functions.

Mission critical systems – ADP equipment essential to supporting the execution of an agency's essential functions.

Multi-year strategy and program management plan – A process that ensures the maintenance and continued viability of COOP/COG plans.

National Incident Management System – NIMS provides a consistent nationwide template to enable Federal, State, local, and tribal governments and private-sector and nongovernmental organizations to work together effectively and efficiently to prepare for,



prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.

National Response Plan – The National Response Plan establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic incidents. The plan incorporates best practices and procedures from incident management disciplines and integrates them into a unified structure. It forms the basis of how the federal government coordinates with state, local, and tribal governments and the private sector during incidents.

Occupant Emergency Plan (OEP) – A short-term emergency response program that establishes procedures for safeguarding lives and property. Also known as Facility Emergency or Evacuation Plans.

Primary operating facility – The site of normal, day-to-day operations; the location where the employee usually goes to work.

Procedures – A series of steps taken to accomplish an end.

Processes – To put through the steps of a prescribed procedure: a series of actions, changes, or functions.

Provisions – The act of supplying or fitting out, or a stock of necessary supplies.

Reconstitution – The process by which agency personnel resume (transition back to) normal agency operations from the alternate location back to the primary or replacement primary operating facility.

Risk analysis – The identification and assessment of hazards and the frequency of occurrence.

Senior Activation Team (SAT) – An identified group of trained personnel who will be convened upon the occurrence of a situation that affects the continuation of agency or department's essential functions. The team will assess the situational information and make a determination or recommendation regarding the continuation of essential functions. This type of team may operate under several different names such as Crisis Management Team, Activation Team, Executive Team, or COOP Team.

Standardized Emergency Management System – A system required by California Government Code for managing response to multi-agency and multijurisdiction emergencies in California. SEMS consists of five organizational



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levels which are activated as necessary: Field Response, Local Government, Operational Area, Region, State. It facilitates coordination among all responding agencies and expedites the flow of resources and communication within all organizational levels.

Telecommuting locations – Those locations that may be set up with computers and telephones to enable employees to work at a location closer to their residence than their main office.

Test, Training, and Exercises (TT&E) – Measures to ensure that an agency's COOP/COG program is capable of supporting the continued execution of its essential functions throughout the duration of a COOP/COG situation.

Virtual offices – A location or environment where an employee performs work through the use of portable information technology and communication packages.

Vital databases – Information systems needed to support essential functions during a COOP/COG situation.

Vital records – Electronic and hardcopy documents, references, and records needed to support essential functions during a COOP/COG situation. The two basic categories of vital records are emergency operating records and legal and financial records.

Work-at-home – When an employee carries out their work duties at their residence rather than their official duty station. Also often referred to as Telecommuting.